



# Office of the City Clerk

Weekly Report – for Week Ending August 22, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

The Division began recruiting as-needed employees for the 2015 Municipal Elections on June 9, 2014. As of today, there have been 725 applicants.

On August 21, staff met with the City Clerks of the surrounding cities to kick off the 2015 Primary Election consolidation process. The City coordinates with the 15 other cities within the Los Angeles Unified School District and Los Angeles Community College District jurisdiction that conduct elections on the same day to reduce voter confusion and reduce election costs.

The City Employee Poll (CEP) worker Program for 2015 has officially begun. This week the Mayor issued a memo of support to all general managers encouraging participation of City employees in the City's 2015 Municipal Elections.

### August 12, 2014 LAUSD, Board District 1 Runoff Election:

The election canvass and final tally for the Los Angeles Unified School District, Board District 1 Runoff Election was completed on August 19. The City Clerk certified the election and the Council is scheduled to declare the results on August 22. The City Clerk will swear in Dr. McKenna shortly thereafter.

Staff is conducting election close out activities and processing payments for Election Day workers.

**Publication Notices** – Council and Public Services and Administrative Services met with City Attorney to continue discussions regarding contract requirements for an RFP for legally required

publications. Discussions to continue, particularly related to environmental document requirements.

**ClerkSTAT** – The monthly ClerkStat meetings were conducted with the Neighborhood and Business Improvement Districts and the Systems divisions.

**Novus Agenda Management System - Electronic Submissions from Departments** – Pilot participants began submitting documents to the Clerk's office beginning August 18. This project is on the Mayor's Metrics.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	9
Number of Notices Publications	26
Number of Contracts Attested	62
Number of Council Files Created	54
Number of Claims Received	122
Number of Referrals	68
Number of Council Meetings	4
Number of Committee Meetings	7

## TOP ITEMS

- **LAUSD District 1 Runoff Election canvass and final tally completed and certified**
- **Preparation for the 2015 Elections continues**
- **Project Initiated to implement an electronic solution for Filing Claims Against the City**
- **City Council adopted 10 Business Improvement District Annual Planning Reports**



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**Electronic Filing of Claims Against the City** – A project to implement a solution for submitting claims against the City electronically to the City Clerk has been initiated. Work flow requirements, final product configuration, and pricing to follow. The solution will replace a paper-based and manually intensive process.

## **Neighborhood and Business Improvement Districts:**

Council adopted the Annual Report to confirm the 2014 assessments for the Wilmington merchant-based Business Improvement District and 10 Annual Planning Reports for various business improvement districts.

Staff attended the steering Committee meeting for the proposed Central Avenue Business Improvement District and met with the Executive Director of the Historic Waterfront District Business Improvement District to discuss the Annual Report and budget concerns.

Information relative to was submitted to the Planning Department to prepare an updated citywide map of the City's business improvement districts.

**Business Improvement District Annual Planning Reports** - 2 of 27 reports await revisions.

**AB1290/Council** – Staff completed the close out of 1 AB1290 contract, has 5 more close outs pending, and processed 3 payments. Staff analyzed ending balances for all Council accounts and developed the annual rollover spreadsheet for the proper reallocation of funds from FY13/14 to FY 14/15.

**General City Purposes** – Staff received 5 GCP allocation requests, processed 21 invoices for payment, and drafted 1 new contract. Staff also assembled the GCP rollover spreadsheet, and attended a meeting with the City Attorney concerning improvements to the City's current publishing practices for Official Notices.

**Personnel** – Staff transmitted several notifications to Clerk, Council and Mayor employees who need to complete their Dependent Eligibility Verification form related to City provided health care benefits program; conducted Workplace Violence Prevention Training for one Council office; and coordinated with the Department on Disability for the purchase of assisted listening devices for an employee requiring reasonable accommodation.

**City Archives - Council Minutes on Microfilm Conversion** - Microfilm of the City Council minutes from the 1940s and 1930s have been transferred to our imaging vendor to continue the conversion of the microfilm to a digital format. They will be added to our searchable internet database as they are completed.

**City Archives - Loan of Archival Materials** – We have entered into a loan agreement with the Art Institute of Chicago and the Princeton University Art Museum to loan various planning documents from the City Archives. The materials will be presented in an exhibit entitled, "The City Lost and Found: Capturing New York, Chicago, and Los Angeles, 1960-1980."

## **ISSUES**

None to report this week.

## **UPCOMING . . .**

**City Records Offsite Storage Contract** – The deadline for bid responses is August 21st.

**Electronic Publications** – Preparation of a report for Council consideration to request City Attorney to prepare an ordinance to change publications requirements in the Los Angeles Municipal Code from paper to electronic.